

Rules of conducting a diploma examination outside the University premises with the use of electronic means of communication

1. The chairperson and members of the examination committee and the student shall be obliged to use equipment with a camera and microphone and connection allowing streaming video with the provision of the sufficient quality of data transfer.
2. On the day of the diploma examination, 15 minutes before the scheduled time of the examination, the committee chairperson shall check the connection (accessibility) with all the videoconference participants. During the examination, the cameras and microphones of the participants shall be turned on
3. The committee chairperson shall check if all the committee members and the student are able to see each other at the same time, asking each of the persons for confirmation. Furthermore, the chairperson shall ask the student for making themselves visible and audible during the remote examination, and for notifying on an ongoing basis of any potential difficulties, e.g. fading out of the picture, audio issues hindering the participation in the examination.
4. The chairperson shall ask the videoconference participants for expression of readiness to conduct the examination outside the University premises with the use of electronic means of communication. The chairperson shall announce the moment of the exam start.
5. The committee chairperson shall be responsible for the proper course of the examination.
6. The chairperson shall verify the student's details and then inform the student on the ban on the use of external sources of knowledge (e.g. technical devices, books, notes, learning aids or other people's help) during the examination.
7. If, during the student's response to a question, the connection is broken, the committee chairperson shall attempt to reconnect (maximum 3 attempts in the period of 5 minutes). If the connection is restored, the question shall be cancelled.
8. If, during the examination, the connection between the committee members and student is broken permanently, the committee chairperson shall decide if the examination course before the disconnection allows the committee to assess the examination and shall:
 - 1) determine the examination end and assessing the examination;
 - or
 - 2) cancel the examination.
9. A lost connection, exam interruption, or decision on cancellation shall be noted in the examination report.
10. After conducting the diploma exam, the chairperson shall inform that the committee will begin their deliberations and disconnect from the student, and after the deliberations, the connection will be restored.
11. After reconnecting with the student, the committee chairperson shall inform the student on the examination result and announce the decision on awarding an appropriate professional title.
12. The diploma examination shall be deemed to be completed and the particular participants of the videoconference shall disconnect from each other.